

**24:08:04.01:01. Procedure for filing a complaint.** A person alleging a violation of the code of professional ethics may request, either orally or in writing, a complaint form from the executive secretary of the Professional Teachers Practices and Standards Commission. Within ten days after notice to the executive secretary, the executive secretary shall provide to the person bringing the complaint a copy of the code of professional ethics and a form provided by the commission for the purpose of filing a formal written complaint. The formal written complaint shall identify the sections of the code of professional ethics alleged to be violated, the name and position of the individual involved, and local efforts to resolve the problem. Charges of violations of the code of ethics must be based on violations that have occurred within the three years previous to the receipt of the formal written complaint by the executive secretary of the commission.

**Source:** 8 SDR 35, effective October 7, 1981; 11 SDR 96, 11 SDR 112, effective July 1, 1985; 13 SDR 3, effective July 22, 1986; 15 SDR 193, effective April 27, 1989; 27 SDR 141, effective July 3, 2001.

**General Authority:** SDCL 13-43-20, 13-43-25.

**Law Implemented:** SDCL 13-43-28.

**24:11:04:01. Procedure for filing a complaint.** A person alleging a violation of the code of professional ethics may request, either orally or in writing, a complaint form from the secretary may file with the commission a complaint against an administrator in this state that alleges violations of the code of professional ethics by giving notice to the executive secretary of the Professional Administrators Practices and Standards Commission ~~either orally or in writing~~. Within 10 days after notice to the executive secretary, the executive secretary shall provide to the person bringing the complaint a copy of the code of professional ethics and a form provided by the commission for the purpose of filing a formal written complaint. The formal written complaint shall identify the sections of the code of professional ethics alleged to be violated, the name and position of the administrator involved, and local efforts to resolve the problem. Charges of violations of the code of ethics must be based on violations that have occurred within the ~~two~~ three years previous to the receipt filing of the formal written complaint by the executive secretary of the commission.

**Source:** 13 SDR 3, effective July 22, 1986.

**General Authority:** SDCL 13-43-48 to 13-43-50.

**Law Implemented:** SDCL 13-43-48 to 13-43-50.